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NEPAL BANK LIMITED
Assistant (Level - 4)
(Syllabus of Written Examination for Open Competition)

<u>Paper</u>	<u>Subject</u>	<u>Full Marks</u>	<u>Pass Marks</u>	<u>Time</u>
First	Economy, Banking and Accounting	100	50	3:00 hours
Second	Management	100	50	3:00 hours

Course Outline:

Eight subjective questions in each paper will be asked and five questions should be answered.
 At least two questions should be answered in English Language.

First Paper: Economy, Banking and Accounting

1. Macroeconomic Indicators: GDP, Per capital income, Investment, Consumption. Saving, Inflation, Public debt Management, Population, Export and Import.
2. Challenges of Economic Development in Nepal.
3. Industrial and Commercial Policies of Nepal.
4. Banking in Nepal: Evolution and Present scenario, Role and Functions of Commercial banks and Central bank (Nepal Rastra Bank).
5. Bank and Financial Institutions Act. 2063: Company Act. 2063 of Nepal.
6. Management of Commercial banks: Deposit management, Lending Management, Cost Management, Risk Management.
7. Financial analysis: Income, Funds flow, Liquidity ratios, Leverage ratios, Turnover ratios, Probability ratios and Cost-volume-profit analysis.
8. Book Keeping and Accounting: Objective, Scope, Function, Double entry system. Difference between Book Keeping and Accounting.
9. Cheque, Draft and Bill collection: Definition, Types, Handling and Reconciliation.
10. Balance Sheet: Nature, Purpose and its presentation.

Second Paper: Management

1. Management: Concept, Principles, Functions and Emerging challenges.
2. Human Resource Management: Concept, Meaning Functions, Performance appraisal and Reward system.
3. Industrial Relations: Concept, Trade unionism, Causes and settlement of industrial disputes, Collective bargaining.
4. Leadership and Communication in Organization: Approaches and Modern views.
5. Supervision, Monitoring and Control: Systems and Techniques.
6. Business Statistics: Describing data using statistics, Graphic methods of displaying data, Measure of capital tendency, The dispersion, Methods of sampling, Index number Simple Correlation and Regression analysis.
7. Office and Records Management: Modern views, Functions, Purposes, Essentials and Life-cycle of records.
8. Letter and Memo Writing.
9. Customer Relations Service: Importance, Tools and Techniques.
10. Computer Introduction: Windows, Word Processing system, Excel.